



EXECUTIVE SECRETARY

The City of San Antonio's Capital Improvements Management Services Department is recruiting for an Executive Secretary. This position is responsible for performing a variety of highly responsible and complex secretarial and administrative duties for the Capital Improvements Management Services Director. This position may exercise functional supervision over subordinate secretarial and clerical staff.

Essential job functions include but not limited to the following: performs a wide variety of complex and responsible secretarial and administrative duties for assigned department director; screens calls, visitors, and mail; responds to sensitive requests for information and assistance; and resolves citizen concerns and complaints; interprets department policies, procedures, laws, and regulations in response to inquiries and complaints and refers inquiries as appropriate; initiates and maintains a variety of files and records for information related to the department director's office and maintains manuals and updates resource materials; independently responds to letters and general correspondence of a routine nature; makes travel arrangements, maintains appointment schedules and calendars and arranges meetings, conferences, and civic functions; researches, compiles, and analyzes data for special projects and various reports and may assist in compiling information for City Council agenda packets; orders and maintains office supplies; monitors fax and copier machines and printers and recommends and arranges necessary maintenance; provides staff support to division heads as needed and relieves and fills-in for support staff as necessary; may receive and process monthly billings from the general accounting office; may take minutes during various board, commission, or committee meetings; and, performs related duties and fulfills responsibilities as required.

The ideal candidate should possess a high level of computer literacy on Windows applications. Knowledge of principles and procedures of record keeping. Knowledge of modern office procedures, methods, and equipment. Knowledge of business letter writing and basic report preparation. Ability to interpret and apply administrative and departmental policies, procedures, laws, and regulations. Ability to perform responsible and difficult secretarial work involving the use of independent judgment and personal initiative. Ability to maintain confidential data and information for executive and administrative staff. Ability to understand the organization and operation of the City and outside agencies as necessary to assume assigned responsibilities. Ability to compile and maintain complex and extensive records and prepare routine reports. Ability to schedule and coordinate projects, set priorities, and adapt to changing priorities. Ability to research, analyze, and summarize data. Ability to communicate clearly and effectively, both verbally and in writing. Ability to establish and maintain effective working relationships with those contacted in the course of work, including City officials, management, staff employees, and the general public. The successful candidate should possess a high school or a General Education Development (GED) Certificate. Three (3) years of increasingly responsible secretarial and clerical experience, including one (1) year of word processing or other computer experience. Prefer an Associate's Degree in Office Systems Technology or related field is highly desirable. A valid Class "C" Texas Driver's License or ability to obtain a valid one within thirty (30) days after becoming a resident of the State of Texas is also required. All job offers are pending satisfactory results from pre-employment drug testing, references, background checks and credential verification.

Salary range is \$28,553 - \$38,735 depending on experience and qualifications. Benefits include subsidized healthcare coverage, retirement pension plan, life insurance, paid leave and voluntary benefits.

Apply with cover letter, resume (detailing work and education history, including dates for work assignments) and three to five work references with contact information to: City of San Antonio Human Resources Department, Attention: Erica Granado, Human Resources Analyst, P.O. Box 839966, San Antonio, TX 78283. Candidate information may also be submitted in-person Monday through Friday (excluding holidays) from 7:30 AM to 5:15 PM, at the Human Resources Department located at 111 Plaza de Armas in downtown San Antonio. Date posted: 09/26/07 – **Open Until Filled.**

For additional information contact Erica Granado at (210) 207-7119.